

RESOLUTION/POLICY NUMBER

2021-03

DATE: January 11, 2021
COUNTY OF: ALPENA
TOWNSHIP OF: SANBORN
ADDRESS: 12095 US 23 SOUTH
OSSINEKE MI 49766

WHEREAS, 2018 PA 660, MCL 211.10g ("the Act") provides that the State Tax Commission shall adopt and publish guidelines applicable to municipal audit procedures; and

WHEREAS, the State Tax Commission has, in turn, adopted such guidelines, STC Guideline 2020-1 ("the guidelines"), as required by the Act; and

WHEREAS, the guidelines provide that each assessing district must have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers, and that the published policy must address the items listed in Section 10g, Subsection (1), of the Act; and

WHEREAS, the Township of; SANBORN, County of; ALPENA desires to comply with the requirement to establish such a policy by adopting the present resolution and making the resolution available to the public.

NOW, THEREFORE, BE IT RESOLVED that the Township of; SANBORN, County of; ALPENA, establishes the following policy and provides the following information in connection with its assessor's office:

The Township of; SANBORN, County of; ALPENA, currently employs an assessor of record that is certified by the State of Michigan as an; MICHIGAN CERTIFIED ASSESSING OFFICER Certification Number R-8425.

The Township of; SANBORN, County of; ALPENA, uses State Of Michigan approved BS&A CAMA assessing software; contact information for **BS&A software, 14965 Abbey lane, Bath Twp. MI 49908. Telephone number 517-641-8900.**

The Township of; SANBORN, County of; ALPENA, employs KENNETH A GAUTHIER as the assessor of record, and the contact information for this assessor is as follows:

NAME: KENNETH A GAUTHIER
TELEPHONE NUMBER: 989-471-2912, CELL 989-590-0040, OFFICE 989-471-2791
ELECTRONIC MAIL: 123kennyg@charter.net

The Township of; SANBORN, County of; ALPENA, ensures that any taxpayer inquiring about property records maintained by the assessor's office within The Township of; SANBORN, County of; ALPENA, will have a response from KENNETH A GAUTHIER the assessor of record within (7) business days from the date the request was submitted to the above listed assessor either by telephone or electronic mail using the assessor contact information listed above.

Taxpayers may request a meeting with the assessor from the above named township for any property assessment related inquiries by submitting in writing to the above electronic mail address or contacting by telephone the assessor of the above named township.

Taxpayers may request, using the above electronic mail or telephone number, to inspect the records maintained by the assessor's office, and taxpayers will be contacted to set up a time and date to meet at the township hall listed at the above address.

Taxpayers may request, using the above electronic mail or telephone number, any questions or processes the assessor uses to informally hear and resolve any disputes taxpayers may have before the March Board of Review meeting.

BE IT FURTHER RESOLVED that this Resolution/Policy shall take effect as of the date set forth below.

Yeas: Kenneth Gauthier, Wayne Liske, Mary Eaton, Vicky Souva, Gary Stephan

Nays: None

Absent or Excused: None

Abstain: None

The Township Supervisor declared the motion carried, and Resolution/Policy Number 2021-03 duly adopted this 01/11/2021 (date).

Vicky Souva

SANBORN, Township Clerk